

Position Description

Position Title	Administration Support
Position Number	30028085
Division	Digital Services
Department	Architecture and Applications
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administrative G2 L1 – L5
Classification Code	HS2 - HS21
Reports to	Director, Architecture and Applications
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	<ul style="list-style-type: none"> • National Police Record Check • Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our Values

PASSIONATE – We are passionate about doing our best – for our patients, our colleagues and our community.

ACCOUNTABLE – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

The Position

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

The Administration Support role is responsible for providing business as usual, project support and administration services to facilitate the department's objectives. It is expected that the Administration Support role will be provided in a highly effective and efficient manner. This position plays a pivotal role in ensuring smooth operations across the department by providing high level administrative support, excellent communication and organisational skills.

Responsibilities and Accountabilities

Key Responsibilities

- Liaising with procurement, internal and external stakeholders, proactively identifying, coordinating renewal on contracts, KPI agreements and purchase orders to ensure the organisation's compliance with financial contractual obligations.
- Manage the accounts payable process, reconciliations, investigating and resolving account enquiries, validating and facilitating the payment of vendor invoices.
- Maintain timely and accurate data entry of the department into KRONOS (Time and Attendance system).
- Provide timely, effective diary management by prioritising and organising meetings with internal and external stakeholders and resolving conflicting demands.
- Organise and provide support at meetings, workshops, seminars and related forums including preparing agendas, minute taking, document distribution and related administrative support.
- Monitor and order stationery and equipment.
- Develop and maintain electronic filing systems.
- Assist in Document Development and management.
- Coordinate travel, accommodation and conference / training arrangements, as required.
- Coordinate the orientation and induction of new staff within the department.
- Other Directorate and support activities as required.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Key Selection Criteria

Essential

1. Certificate 3 in Business Administration or above or other relevant qualification.
2. High level computer / keyboard skills with a sound expertise and knowledge of Microsoft Office suite products, including Outlook, PowerPoint, word processing, spreadsheets and other applications where appropriate.
3. Excellent oral and written communication skills with proven ability to prepare meeting and project agendas and reports, correspondence, minutes and presentations for use in meetings, workshops and seminars.
4. Well established organisational and time management skills with the ability to respond quickly and efficiently to demands, successfully managing competing priorities, maintaining attention to detail and meeting deadlines.
5. Proven ability to confidently and courteously work with people at all levels to build strong working relationships and obtain cooperation in achieving business objectives.
6. Capacity to work proactively, independently and with minimal direction, but also work collaboratively in a team environment.
7. Ability to identify and seek information and resources required for others to work effectively, making sure their practical needs are met and to help solve process problems.

Desirable

8. Previous experience working within a public health environment.

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.

- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.